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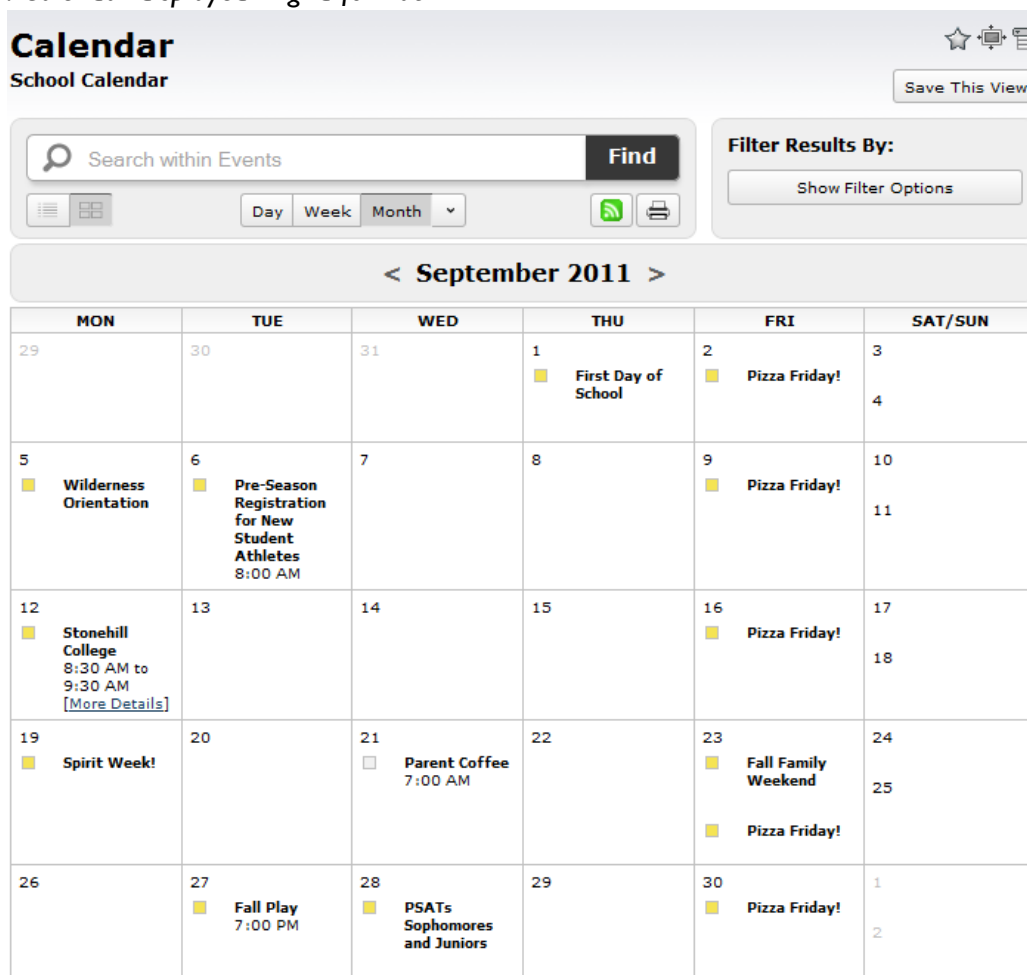
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Calendar Overview

The Calendar is the place for you to stay-up-to date on school events and happenings. The features include:

- Event category filter to customize which events you want to see
- Event search to find a specific event by title
- List and grid (calendar) format options
- Customizable date ranges
- Print feature if you want a hard copy of the calendar
- URL Feed and Export options to pull school calendar data into your other calendar software programs
- Access to user specific events that are based on your associations at the school (requires login)
- Ability to save personal calendar views for future use (requires login)

Image 1. Calendar displayed in grid format



Calendar
School Calendar

Search within Events **Find**

Day Week Month

Filter Results By:
Show Filter Options

< September 2011 >

MON	TUE	WED	THU	FRI	SAT/SUN
29	30	31	1 First Day of School	2 Pizza Friday!	3 4
5 Wilderness Orientation	6 Pre-Season Registration for New Student Athletes 8:00 AM	7	8	9 Pizza Friday!	10 11
12 Stonehill College 8:30 AM to 9:30 AM [More Details]	13	14	15	16 Pizza Friday!	17 18
19 Spirit Week!	20	21 Parent Coffee 7:00 AM	22	23 Fall Family Weekend Pizza Friday!	24 25
26	27 Fall Play 7:00 PM	28 PSATs Sophomores and Juniors	29	30 Pizza Friday!	1 2

Image 2. Calendar displayed in list format with expanded event filter

Calendar

School Calendar

< **August 2011** >

Wednesday, August 03, 2011

☐ Parent Orientation 7:00 PM to 8:00 PM

Wednesday, August 10, 2011

☐ Parent Orientation 7:00 PM to 8:00 PM

Tuesday, August 16, 2011

☒ Spirit Week!

Wednesday, August 17, 2011

☒ Spirit Week!

Thursday, August 18, 2011

☒ Spirit Week!

Friday, August 19, 2011

☒ Pizza Friday!

☒ Spirit Week!

Friday, August 26, 2011

☒ Pizza Friday!

Filter Results By:

2011

January	July
February	August
March	September
April	October
May	November
June	December

Event Categories

[Check All](#) | [Uncheck All](#)

☐ About us > test page Events

☒ Admissions Events

☒ Alumni Events

☒ Arts

☒ College Counseling

☐ Day Schedule

☒ Important Dates

☒ Lunch

☒ School Wide

☐ Summer Events

Academics

[Check All](#) | [Uncheck All](#)

☒ My Academics

Athletics

[Check All](#) | [Uncheck All](#)

☒ All Athletics

☒ My Athletics

☐ Athletic Teams

Roles

[Check All](#) | [Uncheck All](#)

☒ My Roles

Saving a Personal Calendar View

Your preferred calendar format and filter options can be easily saved and accessed during your future visits to the website.

To set up a personal calendar view:

- Login to site with your username and password.
- Click on Calendar menu in the left hand navigation of the site.
- Select the preferred format (grid or list)
- Set the date range (Day, Week, Month or Custom).
- Select event filter categories you want displayed on the calendar by default.
- Click “Save This View” button.
- Enter name for your personal calendar view.
- Click Save.

Image 3. Saving a Personal Calendar View

Calendar
School Calendar

Search within Events **Find**

Day Week Month

< **August 2011** >

Wednesday, August 03, 2011

☐ Parent Orientation 7:00 PM to 8:00 PM

Wednesday, August 10, 2011

☐ Parent Orientation 7:00 PM to 8:00 PM

Tuesday, August 16, 2011

☒ Spirit Week!

Wednesday, August 17, 2011

☒ Spirit Week!

Thursday, August 18, 2011

☒ Spirit Week!

Friday, August 19, 2011

☒ Pizza Friday!

☒ Spirit Week!

Friday, August 26, 2011

☒ Pizza Friday!

Save this View:

☒ New Personal View

Enter a title:
My Calendar

Save

Event Categories
[Check All](#) | [Uncheck All](#)

- ☐ About us > test page Events
- ☒ Admissions Events
- ☒ Alumni Events
- ☒ Arts
- ☒ College Counseling
- ☐ Day Schedule
- ☒ Important Dates
- ☒ Lunch
- ☒ School Wide
- ☐ Summer Events

Academics
[Check All](#) | [Uncheck All](#)

- ☒ My Academics

Athletics
[Check All](#) | [Uncheck All](#)

- ☒ All Athletics
- ☒ My Athletics
- ☐ Athletic Teams

Roles
[Check All](#) | [Uncheck All](#)

- ☒ My Roles

Apply Filter

This new personal view will now be available whenever you log into the site.

Updating Personal Calendar View

If you want to make changes to your personal calendar, click on it and then select Save this View to access the “Edit this view” options.

Image 4. Managing a Personal Calendar View

The screenshot displays the Lakeview Academy calendar interface. At the top, the 'Calendar' header includes links for 'School Calendar' and 'My Calendar'. A 'Save This View' button is visible in the top right corner. Below the header, a search bar labeled 'Search within Events' is present, along with view toggles for 'Day', 'Week', and 'Month'. The main calendar area shows the month of August 2011, with dates from Tuesday, August 16, to Friday, August 19, 2011. Each day features a 'Spirit Week!' event. On the right side, there are two panels: 'Event Categories' and 'Athletics'. The 'Event Categories' panel includes a 'Check All' and 'Uncheck All' link, followed by a list of categories with checkboxes: 'About us > test page Events', 'Admissions Events', 'Alumni Events', 'Arts', 'Day Schedule', 'Important Dates' (checked), 'School Wide' (checked), and 'Summer Events'. The 'Athletics' panel also has a 'Check All' and 'Uncheck All' link, followed by 'All Athletics' (checked) and 'Athletic Teams' (unchecked). An 'Apply Filter' button is located below these panels. The 'Advanced Event Filter' link is at the bottom of the right sidebar.

Image 5. Manage Calendar Views Tab

The screenshot shows the 'Calendar' > 'Customize Calendar' interface. The 'Manage Calendar Views' tab is selected. It displays the 'Currently Customizing: My Calendar' status. Below the tabs, there is a section for 'Add New Calendar View' with input fields for 'Sort' and 'Name', and an 'Add' button. Below that is an 'Edit Calendar Views' section with a description: 'To update or delete an existing calendar view, click "Edit".' It contains a table with one row: '2' in the 'Sort' column and 'My Calendar' in the 'Name' column, with an 'Edit' button next to it.

Sort	Name
2	My Calendar

Under Manage Calendar Views you may update your calendar title, add additional views, delete calendar views and update the sort order.

Image 6. Display Options

The screenshot shows the 'Calendar' > 'Customize Calendar' interface. The 'Display Options' tab is selected. It displays the 'Currently Customizing: My Calendar' status. Below the tabs, there is a 'Calendar Picker' section with a checkbox labeled 'Check here to display the calendar picker in the right hand column when in list view. The default is to display this picker as a "popup" calendar.' Below that is a 'Default Date Range' section with the instruction 'Select the default date range to display.' and four radio button options: 'Day', 'Week', 'Month' (selected), and 'Custom' (with a dropdown menu showing 'Next 7 Days'). Below that is a 'Default Display Mode' section with the instruction 'Select the default display mode.' and two radio button options: 'List' (selected) and 'Grid'. A 'Save' button is located in the top right corner of the form area.

Update the default date range and display mode under Display Options.

Image 7. Event Filter

Calendar » Customize Calendar

Currently Customizing: My Calendar

Event Filter | Display Options | Manage Calendar Views

Event Filter

Available:

- Athletics
- BasketballFall
 - Basketball - Girls
- Cross Country
 - Cross-Country - Boys JV
 - Cross-Country - Boys Varsity
- Field Hockey
 - Field Hockey - JV
- Football
 - Football - JV
- Soccer

Selected:

- Event Categories
- Events
 - Important Dates
 - School Wide

NOTE: Groups may appear in this list more than once if they are part of multiple grades or departments.

Feed/Export Options

☐ Enable vCal and iCal export

Athletics

☒ Check here to include all athletic events on this calendar view.

Save

Under event filter you may select the default event filters that will be enabled on your personal calendar view. You may also enable vCal and iCal feed and export options as well as select whether or not athletic schedules will appear on your calendar view automatically.

URL Feeds and Exporting Overview

Staying on top of all your personal, work and school events can be challenging, especially if they are spread around different electronic calendar programs.

Did you know that it is possible get the events from the school calendar to display in your own personal and/or work calendar software programs, such as Outlook, Apple's iCalendar or a Google Calendar? There are a number of options and formats to choose from.

First you'll want to decide if you want to export the events or subscribe to the URL Feed.

Exporting means that you are generating a static export file. It will not reflect any changes, additions or deletions that the school makes on the calendar moving forward. Once imported into your Calendar program you will have access to add your own notes to the events.

Subscribing to a URL Feed means that you will be syncing Calendar events from the School calendar into your preferred calendar program. A feed will automatically update to reflect any changes, additions or deletions that the school makes on the calendar moving

forward. The frequency of the updating will depend on the calendar program you are using. You will not have access to update the event from your own calendar program.

Whether you use vCal, iCal or the Webcal formats depends on the program you are pulling the event data into.

iCal has become the standard and is used by Apple products (including iOS), Google Calendar, and is also supported in newer versions of Outlook.

vCal is primarily used by older versions of Outlook.

Webcal is a URL format that tells the browser to open the URL in a program which supports the feed. For example, if you are using the Apple iCal application, clicking on the Webcal link will open the feed in that application.

Example: Subscribing to an iCal Feed URL using Google Calendar

Selecting the iCal “Feed URL” provides you with access to sync the school calendar events for today and the next 12 months with your calendar software program.

As mentioned in the overview, a feed will automatically update to reflect any changes, additions or deletions that the school makes on the calendar moving forward. The frequency of the updating will depend on the calendar program you are using. You will not have access to update the event from your own calendar program.

To subscribe to a URL Feed using Google Calendar:


- Login to site with your username and password.
- Click on Calendar menu in the left hand navigation of the site.
- Click on the green Feed icon 
- Highlight and copy the Feed URL
- Navigate to your Google Calendar
- Expand the “Other Calendar” options
- Select “Add by URL”
- Paste in the Feed URL you copied from the school calendar.
- Click “Add Calendar” button
- Once Calendar has been added you will have access to update the display settings in Google Calendar.

Image 8: Highlight iCal Feed URL

Calendar

School Calendar

< September 20

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
5 Wilderness Orientation	6 Pre-Season Registration for New Student Athletes 8:00 AM	7	8	9	10	11
12 Stonehill College 8:30 AM to 9:30 AM [More Details]	13	14	15	16 Pizza Friday!	17	18
19 Spirit Week!	20	21	22	23 Fall Family Weekend	24	25
26	27	28 PSATs Sophomores and Juniors	29	30 Pizza Friday!	1	2

iCal

Calendar (Displays today and 12 future months)
[Export iCalendar Data](#)

Feed URL: <http://brookfield/podium/feed/iCal.aspx?q=20F359BCFB>

Webcal URL: <webcal://brookfield/podium/feed/iCal.aspx?q=20F359BCFB>

vCal

[Export To vCal](#)

Image 9. Google Calendar Personal View

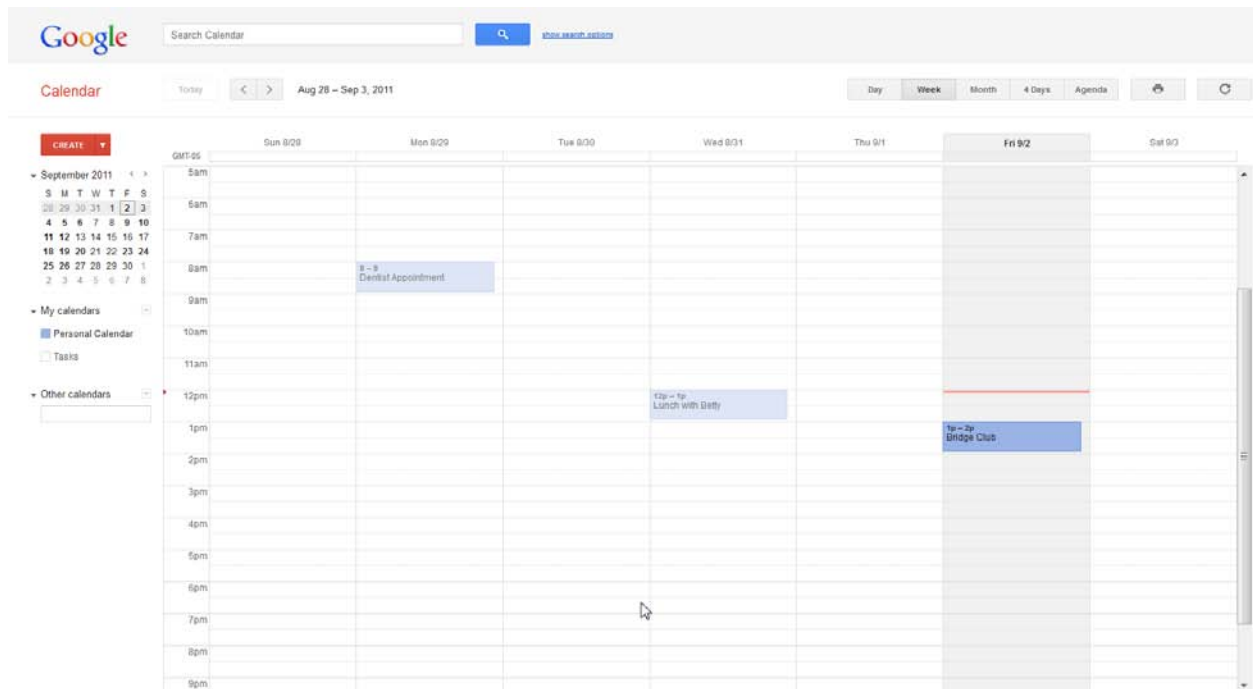


Image 10. Google Calendar with Other Calendar options expanded

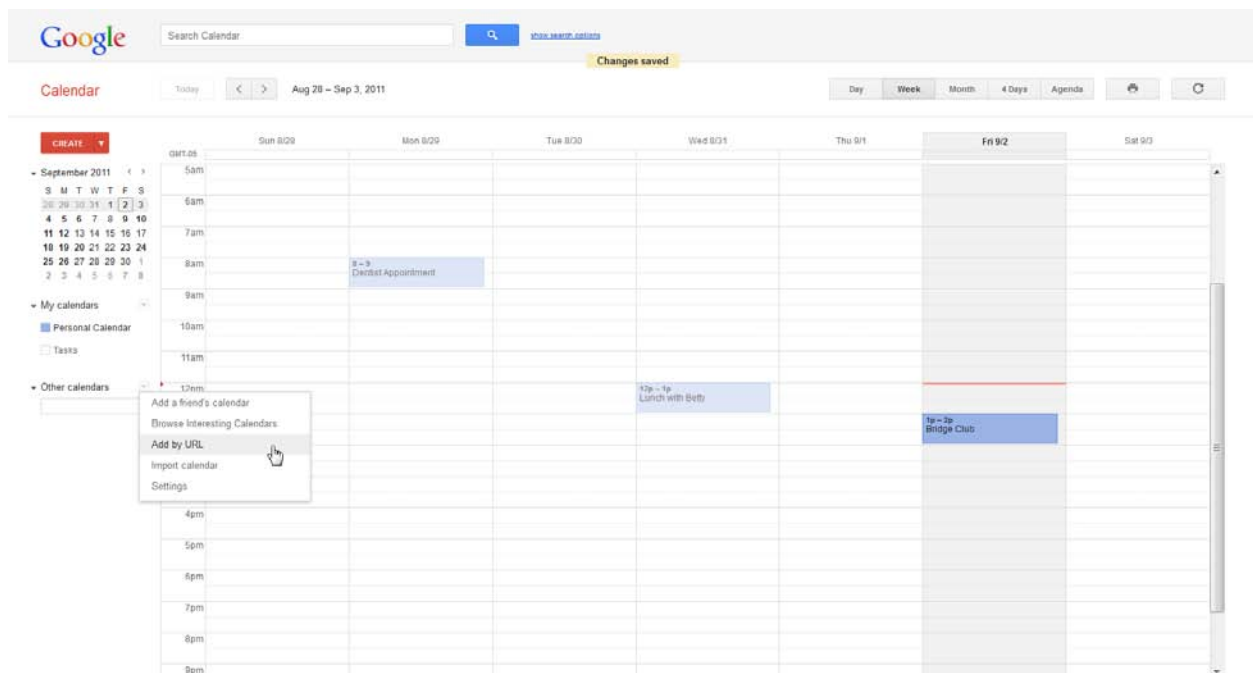


Image 11. Adding Calendar by URL in Google Calendar

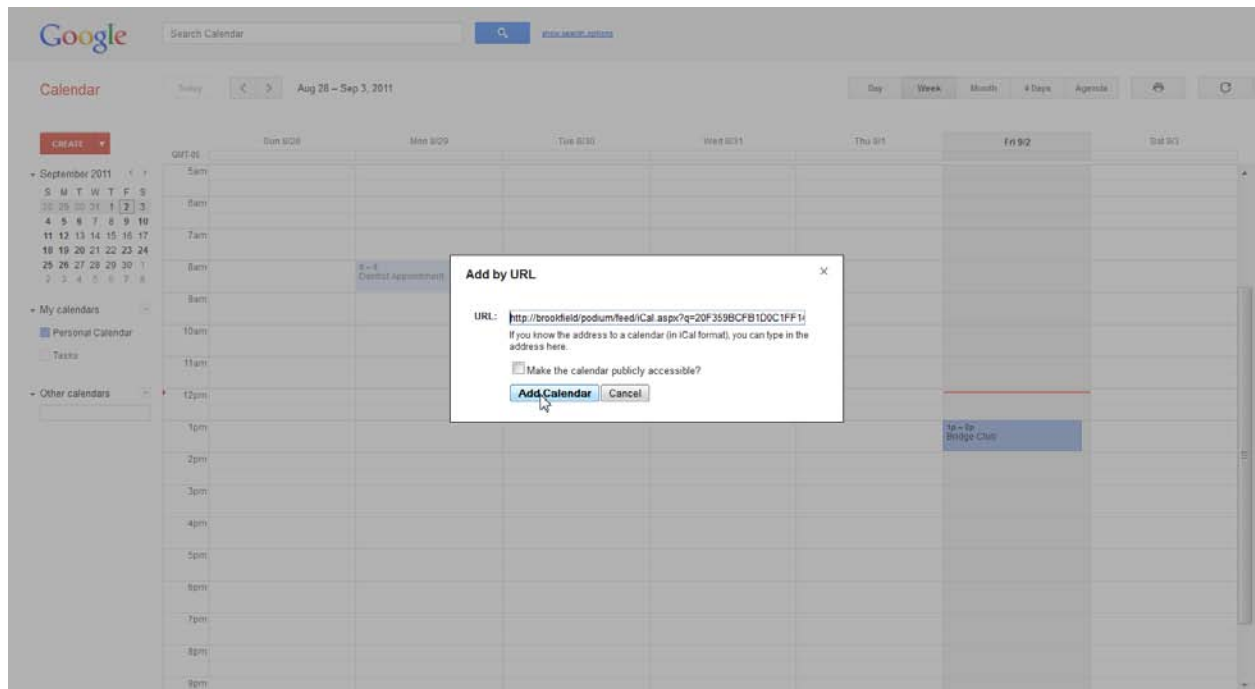


Image 12. School Calendar displaying in Google Calendar with options expanded

